

**California Historical Records Advisory Board
Meeting Minutes
March 1, 2012**

Location: National Archives and Records Administration-Riverside (Perris)

Members Present: Peter Blodgett, Gabriele Carey, David Drake, Wendy Franklin, Sue Hodson, Jim Hofer, Nancy Lenoil, Laren Metzger, Chuck Wilson, Claude Zachary

Member Absent: Stacey Aldrich

Member Participating by Phone: Ilona Koti

State Coordinator Nancy Lenoil called the meeting to order at 9:55 a.m.

Approval of Minutes

A motion was made by Sue and seconded by Chuck to approve the minutes of November 14, 2011. The motion passed unanimously.

Retirement

Wendy indicated that she is retiring from State Parks at the end of May 2012 after thirty-three years of state service. She noted that Blaine Lamb, Chief of the Archeology, History, and Museum Division, would likely replace her on the board.

SNAP Grant

Laren offered an update about the SNAP grant. NHPRC slightly reduced the amount awarded to the board for the two-year project, which officially began January 1, 2012. A contract for the consultants is in the process of being signed. The contract was awarded to Imerge Consulting. Two consultants will participate in a teleconference meeting with the board this morning to discuss the project and how they intend to proceed. In addition, they have a number of questions for the board's consideration.

Participating by Phone: Lori Ashley and Charles Dollar

Charles began by providing an overview of the approach Imerge Consulting will take with the SNAP project. He emphasized the viewpoint of an integrated life cycle for records management and the connections between archives and records management. Their teaching will be standards-based and will draw on best practices from a number of other sources. They intend to use a capability maturity model, provide case studies, and real world experiences to maximize the relevance of the workshop content for participants.

Lori talked about the environmental scan that they intend to do and asked for suggestions from the board about what organizations/people to contact or not. She also asked for insights about

what kinds of people the board wants to target for the workshops. Laren noted that in the past the board has relied on an extensive mailing list of organizations throughout the state for publicity and has augmented that with notices sent out on various listservs.

Reports from State Agencies

State Archives

Nancy referred the members to her report. She noted that she has concerns with the pending agreement with CSEA. The State Archives exhibit this year will focus on the theme of cows and how they relate to particular collections and agencies, such as the Department of Food and Agriculture.

State Parks

Wendy indicated that about seventy parks are still scheduled to be closed by July 1, 2012. Partnerships have been created with organizations to allow some parks to remain open. Five workshops have been given around the state to highlight the partnership opportunities that remain. Parks will remain custodian of all collections at the closed facilities. The plan for the new collection facility is moving forward and some collections have already been transferred.

The board took a break for lunch at 12:10 and reconvened at 1:10.

Report from the Council of State Archivists

Nancy talked about recent CoSA initiatives, including SERI (State Electronic Records Initiative). Despite modest efforts to date, the State Archives' work with electronic records is beyond what many other states are doing. Only a handful of state archives have very active electronic records programs. The IPER project has been extended until September 2012 to allow more states to offer webinars. Online generic recordings of both courses will soon be available at the CoSA web site. Nancy is involved in the effort to find a replacement for Vicki Walch as CoSA's Executive Director. She will offer regular updates about CoSA activities at future board meetings.

Reports from Other Organizations

Society of California Archivists

Sue said that SCA will hold its annual meeting in Ventura this year in April. Two pre-conference workshops will be offered. The Society of American Archivists has proposed holding a summit conference with SCA concerning SAA's relationship to regional archival associations. Two workshops will be offered this spring, one on digital records and the other on strategic planning. The 2013 annual meeting will be held in Berkeley.

Universities/Colleges

Claude noted that he will solicit information from other universities and colleges to report at future board meetings. In general, cuts are commonplace at many institutions. Chuck indicated that he had been placed on half-time at UC-Riverside in January of this year. USC is losing several grant positions, but has received a five million dollar gift for its fundraising campaign.

California Council for the Promotion of History

Chuck indicated that CCPH will hold its 2012 annual meeting in October in Woodland. He noted that he has been unable to generate much interest from the membership for participation in CHRAB.

Huntington Library

Sue indicated that the Huntington Library has formed a partnership with State Parks to digitize a selection of Jack London photographs. Peter noted that the library's new American Art Gallery will open in 2013. He indicated that the recent Antiquarian Book Fair in Pasadena was well attended.

Records Management

Iлона noted that ARMA is developing education tracks by function. The promotion of GARP continues. She indicated that paper is still widely used in developing countries where attention to electronic records is limited.

Local Government

Jim provided an update about the cattle brand applications and marks from Riverside County that are still in private hands. The matter is being pursued by county counsel following approval from the Board of Supervisors.

National Archives

David indicated that NARA is facing a difficult economic situation. Vacancies, especially in senior positions, are not being filled. Only three elements of the electronic records initiative have been completed. The gift fund relied upon by regional facilities to augment their budgets has been taken by the national headquarters.

Other Business

Chuck asked members to send him any suggestions for SCA's organization award. Nancy noted that publicity is well behind for this year's archival award of excellence. She asked members to send information about any worthy candidates as soon as possible.

Next Meeting

It was agreed that the next meeting will be held in the San Francisco Bay area on either July 26th or 27th. Chuck will explore the possibility of holding the meeting at the California Historical Society.

Adjournment

A motion was made by Chuck and seconded by Peter to adjourn the meeting. The motion passed unanimously. Nancy adjourned the meeting at 2:45 p.m.